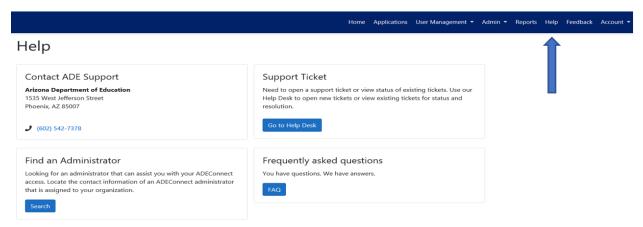# ARIZONA DEPARTMENT OF EDUCATION

Voucher Role Assignments

Last Updated 4/24/23

Entity Administrators at your district, charter, state placing agency, residential treatment center, or institution will need to assign roles for the ESS Vouchers application in ADEConnect. To identify your entity administrator, click **Search** under **Find an Administrator** in the **Help** section of ADEConnect. If you have further questions or are having difficulties, contact the ESS Vouchers team at essvouchers@azed.gov.

The necessary roles for the ESS Vouchers application in ADEConnect are as follows:

- **Residential Treatment Centers** <u>only</u> need the role of **ESS Vouchers: RTC User**
- **Home School Districts** <u>only</u> need the role of **ESS Vouchers: HSD User**
- **State Placing Agencies** <u>only</u> need the role of **ESS Vouchers: SPA User**
- **Institutional/ASDB** <u>only</u> need the role of **ESS Vouchers: Institutional User**

Please be sure your entity administrator assigns you the <u>**correct**</u> role. You will receive the below error message if you have multiple roles or assigned the wrong type of role.

This user is not authorized to access the system at this time. Please view the Voucher Role Assignments guide, then contact the ESS Vouchers team if needed.

Once the role is assigned, allow ADEConnect up to 15 minutes to refresh, then you will be able to access the application.

Contact essvouchers@azed.gov for questions.